



**MUNICIPALITY OF DYSART ET AL  
APPLICATION FOR MINOR VARIANCE**

**INFORMATION SHEET**

**1. Completion of Application**

The attached application form is to be completed in full and submitted to the Planning Department. In all cases, please ensure that a copy is kept for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible. Detailed information as to the reasons for requesting the variance, and particulars of any special circumstances which the owner(s) wishes to bring to the attention of the Committee in support of the application, should be stated. The owner(s) is advised to approach the Planning Department for Official Plan, Zoning and policy information before making a formal application.

**2. Authorization of Agent**

The application is to be completed by the property owner(s) or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner(s) is required. Section "D" of the application form is provided for this purpose.

**3. Application Fee and Planning Services Acknowledgment**

Each application shall be accompanied by a cheque, payable to the Municipality of Dysart et al, in the amount of \$600.00, and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Acknowledgement".

**4. Plans Required**

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
- (e) The location of all natural and artificial features on the property (*i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas*), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization.
- (f) The use of adjoining lands (*i.e. residential, agricultural, commercial, etc.*).
- (g) The location and nature of any restrictive covenant or easement affecting the property.

**5. Additional Information**

Additional information, such as a survey plan may be required to properly process the application, and will be requested if necessary.

**6. Declaration Required**

The contents of this application and any maps/appendices shall be validated by the owner(s) or applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

**7. Responsibility of Applicant**

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

**8. Effective Date**

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

**9. Submission**

Mail or deliver the application to: Municipality of Dysart et al  
Planning Department  
135 Maple Ave  
P.O. Box 389  
Haliburton, Ontario  
K0M 1S0

APPLICATION FOR MINOR VARIANCE

Planning Act, 1990, R.S.O. C.P. 13
0. Reg. 200/96

OFFICE USE ONLY

Date Application Received: File Number: D13-MV-
Date Application Deemed Complete: Application Fee: \$ Receipt:

The undersigned hereby applies to the Municipality of Dysart et al for a minor variance for the lands described herein.

SECTION "A" - OWNER AND OWNERSHIP INFORMATION

- 1. Name of Owner(s): Telephone No.: Residence: Office: Address: Postal Code: E-mail address:
2. Name of Agent (if any): Telephone No.: Residence: Office: Address: Postal Code: E-mail address:

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

SECTION "B" - DESCRIPTION OF SUBJECT LAND

- 3. Legal Description of subject land: Lot: Concession: Lot/Part: Plan: Geographic Township of: Civic Address:
4. Dimensions of land affected: (a) Area: Frontage:
5. Access: (a) Is the lot accessed by road? Yes No If yes: Provincial Highway (name): County Road (name): Municipal Road (name): Private Right of Way (name): (b) Is the lot a water access lot? Yes No If yes; where is the mainland boat docking facilities?

**SECTION "C" - PLANNING INFORMATION**

- 6. Official Plan Designation: \_\_\_\_\_
- 7. Zoning By-law Designation: \_\_\_\_\_
- 8. Variance Requested: \_\_\_\_\_
- 9. Reasons for the variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Land Use:

- (a) What is the existing use of the subject lands? \_\_\_\_\_
- (b) How long has the property been used for the existing use? \_\_\_\_\_
- (c) What is the proposed use of the property? \_\_\_\_\_

- (d) Dimensions of all buildings and structures on or proposed for the subject land (*Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.*):

| Existing: | Proposed: |
|-----------|-----------|
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |

- (e) Location of all buildings and structures on or proposed for the subject land (*Specify distance from side, rear and front lot lines*):

| Existing: | Proposed: |
|-----------|-----------|
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |
| _____     | _____     |

- (f) Date of Acquisition of the property: \_\_\_\_\_ Date of Construction of all building: \_\_\_\_\_

11. Servicing: Indicate the following:

|  |   |
|--|---|
| <p style="text-align: center;"><b>Sewage Disposal System</b></p> <p style="text-align: right;"><i>Please check one</i></p> <p>- municipal sewers: _____</p> <p>- private communal sewers: _____</p> <p>- private individual system -<br/>(septic system, filter bed, etc.): _____</p> <p>- other (please specify): _____</p> | <p style="text-align: center;"><b>Storm Drainage System</b></p> <p style="text-align: right;"><i>Please check one</i></p> <p>- municipal storm sewer: _____</p> <p>- storm water pond: _____</p> <p>- ditches and swales: _____</p> |
| <p style="text-align: center;"><b>Water System</b></p> <p style="text-align: right;"><i>Please check one</i></p> <p>- municipal water system: _____ N/A</p> <p>- private communal system -<br/>(5 or more users): _____</p> <p>- private individual system: _____</p>  | <p style="text-align: center;"><b>Water Source</b></p> <p style="text-align: right;"><i>Please check one</i></p> <p>- drilled well: _____</p> <p>- dug well: _____</p> <p>- lake: _____</p> <p>- other (please specify): _____</p>  |

12. Other Applications:

Is the property presently the subject of any other applications under the Planning Act?

- (a) Application for official plan amendment                      Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (b) Application for subdivision / condominium approval        Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (c) Application for zoning by-law approval                        Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (d) Application for consent    Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

13. Has the property ever been subject to any other Minor Variance application? If yes, please list below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION "D"- AUTHORIZATION**

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization:

I/We, \_\_\_\_\_, am/are the registered owner(s) of the lands subject of this application and I/we hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "E" CONSENT OF THE OWNER(S)**

The owner(s) must also complete the following or a similar authorization:

I/We, \_\_\_\_\_, are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by, or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "F" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City of \_\_\_\_\_ in the County/District/Region of \_\_\_\_\_ solemnly declare that all of the above statements contained in this application are true and I, we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act".

DECLARED before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ in the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_ )  
\_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_\_ )

\_\_\_\_\_  
*Signature of Owner(s) - or Authorized Agent*

\_\_\_\_\_  
*Signature of Commissioner, etc.*

**The following acknowledgement must be signed by the registered owner(s), witnessed and dated:**

**SECTION "G" – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

**APPLICANT'S RESPONSIBILITY:**

1. The Applicant agrees to provide the Municipality with the following:
  - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
  - (b) All surveys, drawings, sketches or plans as required to process this application.
  - (c) The required application fee as follows:
 

|            |   |
|------------|---|
| \$2,000.00 | - Official Plan Amendment - deposit towards full processing cost              |
| \$1,000.00 | - Zoning By-law Amendment - plus any legal or professional fees               |
| \$ 600.00  | - Minor Variance Application  |
| \$ 1050.00 | - Site Plan or Severance Agreement – deposit towards full processing cost     |
| \$2,500.00 | - Subdivision or Condominium Agreement – deposit towards full processing cost |
2. The Applicant understands and agrees that where the services of the Municipal Solicitor or other professionals are required to process this application, the Applicant shall be responsible for all such costs.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
4. If an Ontario Municipal Board Hearing is required, a deposit of Five Thousand Dollars (\$5,000.00) is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
  - all fees and disbursements paid to the Municipal Solicitor and the Municipal Planner;
  - all fees and disbursements paid to any expert witness; and
  - all disbursements incurred by the Municipality.

The applicant will be responsible for the full cost of the Municipality's expenses at the hearing.

**MUNICIPALITY'S RESPONSIBILITY:**

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c.P.13, as amended.

**SITE VISITS:**

6. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.
7. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

**DEPOSITS / INVOICES:**

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. An initial deposit of \$3,000.00 will be requested upon submission of the application. Additional funds will be requested as required to pay expenses. The Municipality will maintain accurate records and provide a statement of account upon request from the applicant. The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

**WITNESSED BY:**

\_\_\_\_\_

\_\_\_\_\_

Per: \_\_\_\_\_  
*Signature of Owner*

Per: \_\_\_\_\_  
*Signature of Owner*

DATE: \_\_\_\_\_ 20 \_\_\_\_\_